MEMORABLEM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 3 April 1970

1. Position Classification:

e. Position classification surveys in the Science and Technology Directorate begin this week. Offices which will be covered are OCS, ORD, OSP, and OSI. Some positions will be included in these surveys.

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b. Staffing Complement submissions from all Agency compenents covering their reductions to 1971 ceiling have been received and are under review to determine if reductions are responsible and average grade is being effectively maintained.

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- 2. <u>Cooperative Education</u>: plans to attend the Southeast Annual Conference of the Cooperative Education Association at Biloxi, Mississippi from 19 to 22 April.
- 3. Baling by OGC Clears Certain Cutstanding Cases: As a result of the recent Office of General Counsel ruling that the accrued sammity of a deceased annuitant under CIARDS can be distributed pursuant to the normal order of precedence, in six outstanding cases (avaiting appointment of executor and/or a copy of the will as required under previous authority for payment) a lump-sum payment to the widow was authorized. This completes payment by the CIARDS fund on a current basis to all survivor annuitants in this category.

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4. Reserve Affairs: In a recent contest held by the Freedoms

Foundation at Valley Forge on the topic "What America Means to Me," one
of our Army Reservists, was awarded \$100.00 and
a George Washington Honor Medal Award for the following statement:

"I hope to see national and local leaders, strengthened by their convictions, make the honest and just decisions worthy of our great country. Let them want not for support from their countrymen, but in their conduct of office let them not be found wanting."

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/s/ Robert S. Wattles Report S. Wattles Director of Personnel

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